

**STATE OF ARIZONA  
OFFICE OF THE ATTORNEY GENERAL**

**REQUEST FOR QUOTATIONS - FAX ON DEMAND**

**REQUEST FOR QUOTATION NUMBER: AG04-0001**

**DESCRIPTION: Gasoline Data Reports**

**QUOTATION DUE DATE AND TIME: March 8, 2004 at 3:00 p.m. Arizona Local Time.**

**OFFER SHOULD BE FAXED TO:** Office of the Attorney General, Purchasing Unit, (602) 542-8079. Offers may be mailed or delivered to the Office of the Attorney General, Attention: Purchasing Unit, 1275 West Washington Street, Phoenix, AZ 85007.

In accordance with A.R.S. § Title 41, Chapter 23, A.A.C. R2-7-336, quotations for the materials or services specified will be received by the Office of the Attorney General, at the above specified location, until the time and date cited. All quotations must be in the actual possession of the Office of the Attorney General on or prior to the time and date, and at the location indicated above. Late quotations will not be considered.

All quotations shall be completed in ink or typewritten and returned via facsimile to (602) 542-8079. Additional instructions for preparing a quotation are provided in the Special Instructions to Offerors.

**OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR QUOTATIONS.**

Solicitation Contact Person:  
Jerry Connolly  
Contract Management Supervisor  
Phone: (602) 542-8030  
Fax: (602) 542-8079  
E-Mail: [Jerry.Connolly@ag.state.az.us](mailto:Jerry.Connolly@ag.state.az.us)  
Date: February 26, 2004

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Jerry Connolly

**SCOPE OF WORK**  
**AG04-0001**

**1. Scope of Project**

In accordance with A.R.S. § 41-191.02(D): The attorney general shall collect, compile and save data, in a format accessible to the department of commerce or any member of the legislature, showing the average rack fuel prices for the Phoenix and Tucson petroleum pipeline terminals on a weekly basis and the average dealer tank wagon prices for Phoenix and Tucson on a weekly basis. The attorney general may acquire the data by survey or may purchase the data. If the attorney general purchases the data, the data shall be acquired at the lowest available competitive price. The attorney general shall make the data available to the department of commerce or any member of the legislature without charge.

**2. Gasoline Data Report Tasks**

- 2.1. Contractor shall develop a statistically valid methodology to collect and derive average rack fuel prices for the Phoenix and Tucson petroleum pipeline terminals on a weekly basis and the average dealer tank wagon prices for Phoenix and Tucson on a weekly basis.
- 2.2. Contractor shall implement the methodology and provide the Arizona Office of the Attorney General with a weekly report detailing average rack fuel prices for the Phoenix and Tucson petroleum pipeline terminals on a weekly basis and the average dealer tank wagon prices for Phoenix and Tucson on a weekly basis. This information shall be provided to the Arizona Office of the Attorney General electronically in Microsoft Excel 97 or a more recent version of Microsoft Excel on a weekly basis.

**3. Offeror Qualifications**

The Arizona Office of the Attorney General prefers Offerors have experience developing statistically valid methods, collecting data, performing statistically valid studies and reporting results for similar type projects.


**SPECIAL TERMS AND CONDITIONS**  
**AG04-0001**

1. Standard Provisions: The State of Arizona, Uniform General Terms and Conditions, Revision 7 and the Uniform Instructions to Offerors, Revision 7.1 are a part of this document as if fully set forth herein. Copies of these documents are available from the State Procurement Web Site at <http://www.azspo.az.gov/PoliciesDocuments/index.htm> or by calling Jerry Connolly, Contract Management Supervisor, Office of the Attorney General at (602) 542-8030.
2. Type of Contract: Firm, fixed price.
3. Term of Contract: The term of the contract shall commence upon award and shall remain in effect until June 30, 2005 unless terminated, canceled or extended. This term of this contract may be extended for additional periods, providing the aggregate amount of the contract does not exceed the amount specified in A.R.S. §41-2535.
4. Pricing: Pricing shall be submitted on an all inclusive basis and shall include labor rate, labor benefits, payroll burden, insurance, Workman's Compensation, fees, all taxes, profit, overhead, and any other costs.
5. Contractual Authority: This Contract is established pursuant to A.R.S. §41-2535.
6. Billing: Contractor shall submit invoices to: Office of the Attorney General, Attention: Accounts Payable, 1275 West Washington Street, Phoenix, AZ 85007.
  - 6.1. Invoices shall include the Contract and/or Purchase Order number. Contractor shall invoice per the Pricing Schedule accepted by the Office of the Attorney General, and the Office of the Attorney General shall process the approved claim for payment in accordance with the standard operating procedures of the State of Arizona.
7. Start Date: Contractor shall be able to begin work by March 14, 2004.
8. Changes: The Office of the Attorney General reserves the right to add or delete related services and make other changes within the general scope of work as may be deemed necessary to best serve the interests of the State. In the event that additional services are needed, they shall be documented by formal amendment(s) to the contract and charged per the rates on the Pricing Schedule.
9. Non-Exclusive Contract: The Office of the Attorney General shall have the right to go outside the contract to obtain similar services from another source when necessary to meet the requirements of the Office of the Attorney General. Any off contract procurement shall be made in accordance with the Arizona Procurement Code.

**SPECIAL INSTRUCTIONS TO OFFERORS**  
**AG04-0001**

1. Submission: Quotations shall be signed where applicable and received as designated on the cover page no later than as indicated.
2. Opening: This is an informal solicitation which will not be read at a public opening; however, information submitted by Offerors will be available for public review after an award.
3. Components Of A Complete Quote: The following information shall be submitted with each quote.
  - 3.1. Offer and Contract Award Form: Complete the top half of this form (Attachment 1); failure to complete this portion may be cause to reject the bid.
  - 3.2. Methodology: The Offeror shall provide a brief methodology describing the approach to this project. The Offeror should describe the statistical processes including the methods used to obtain a sample and the method to determine validation of the process. Include your method for collecting the data and also the format of the weekly report.
  - 3.3. Consultant's Experience and Expertise: The Offeror shall demonstrate that he or she has the experience and expertise to meet the requirements set forth in this Request for Quotations. Offeror should provide a brief resume of their company and a description of three similar projects. Offeror shall provide a résumé for key personnel, detailing previous employment, technical education and training, general or special experience, certifications, licenses and memberships in professional associations, societies, or boards and a chronology and description of previous work assignments as may relate to providing services relevant to the Scope of Work. In addition, Offeror shall provide a summary of the résumé, limited to a single side of one (1) page, indicating the experience and expertise relevant to the work described in this RFQ.
  - 3.4. Pricing Schedule: Submit completed Pricing Schedule (Attachment 2) or provide pricing information in a similar format. Price is an important component of the evaluation process. Pricing for Contractor services shall be provided on an all inclusive basis and shall contain the labor rate, labor benefits, payroll burden, insurance, Workman's Compensation, fees, all taxes, profit, overhead (including repairs and maintenance if applicable), and administrative costs (including backup documentation, subcontractor administration and all other related administrative factors).
  - 3.5. Availability Statement: Offeror shall include with the quotation a statement certifying the availability to provide services beginning March 14, 2004.
4. Evaluation (listed criteria): Awards shall be made to the responsible Offeror whose quote is determined in writing to be the most advantageous to the State based upon the evaluation criteria listed below. The evaluation factors are listed in the relative order of importance. Arizona transaction privilege and use taxes shall not be considered when evaluating the Offer.
  - 4.1. Methodology
  - 4.2. Cost
  - 4.3. Consultant's Availability
  - 4.4. Consultant's Experience and Expertise

**ATTACHMENT 1  
AG04-0001**

	<b>OFFER AND CONTRACT AWARD</b>	Office of the Attorney General Purchasing Unit 1275 West Washington Street Phoenix, Arizona 85007 (602) 542-8030 Fax: (602) 542-8079		
	<b>SOLICITATION NO. AG04-0001</b>			
<b>OFFER</b>				
<b>TO THE STATE OF ARIZONA:</b> The undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with paragraph one of the State of Arizona Uniform Terms and Conditions.				
<table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top; border: none;">General Information:  _____ Arizona Transaction Privilege (Sales) Tax License Number  _____ Federal Employer Identification Number  _____ Company Name  _____ Company Address  _____ City                      State                      Zip Code  _____ General Office Telephone Number  Small business certification: Vendor is ___/is not ___ a small business (less than 100 employees or has gross revenues of \$4 million or less) Minority/Woman Owned Enterprise Certification (MBE/WBE): Vendor is ___/is not ___ a Minority Owned Business Enterprise. Vendor is ___/is not ___ a Woman Owned Business Enterprise.</td><td style="width: 50%; vertical-align: top; border: none;">For clarification of this Offer Contact:  _____ Name  _____ Telephone Number                      Fax Number  _____ E-Mail Address  _____ Signature of Authorized Person                      Date  _____ Printed Name  _____ Title</td></tr></table>			General Information:  _____ Arizona Transaction Privilege (Sales) Tax License Number  _____ Federal Employer Identification Number  _____ Company Name  _____ Company Address  _____ City                      State                      Zip Code  _____ General Office Telephone Number  Small business certification: Vendor is ___/is not ___ a small business (less than 100 employees or has gross revenues of \$4 million or less) Minority/Woman Owned Enterprise Certification (MBE/WBE): Vendor is ___/is not ___ a Minority Owned Business Enterprise. Vendor is ___/is not ___ a Woman Owned Business Enterprise.	For clarification of this Offer Contact:  _____ Name  _____ Telephone Number                      Fax Number  _____ E-Mail Address  _____ Signature of Authorized Person                      Date  _____ Printed Name  _____ Title
General Information:  _____ Arizona Transaction Privilege (Sales) Tax License Number  _____ Federal Employer Identification Number  _____ Company Name  _____ Company Address  _____ City                      State                      Zip Code  _____ General Office Telephone Number  Small business certification: Vendor is ___/is not ___ a small business (less than 100 employees or has gross revenues of \$4 million or less) Minority/Woman Owned Enterprise Certification (MBE/WBE): Vendor is ___/is not ___ a Minority Owned Business Enterprise. Vendor is ___/is not ___ a Woman Owned Business Enterprise.	For clarification of this Offer Contact:  _____ Name  _____ Telephone Number                      Fax Number  _____ E-Mail Address  _____ Signature of Authorized Person                      Date  _____ Printed Name  _____ Title			
<b>ACCEPTANCE OF OFFER AND CONTRACT AWARD</b> (For Arizona State Use Only)				
<p>Your offer is hereby accepted:</p> <p>The Contractor is now bound to sell the materials, services or construction listed by the attached award notice based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's offer as accepted by the Office of the Attorney General.</p> <p>This Contract shall henceforth be referred to as Contract No. _____.</p> <p>The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this Contract until the Contractor receives an executed purchase order or Contract release document.</p> <p style="text-align: right; margin-top: 20px;"><b>STATE OF ARIZONA</b> OFFICE OF THE ATTORNEY GENERAL  Awarded this _____ day of _____, 2004  _____ Jerry Connolly Contract Management Supervisor</p>				

**ATTACHMENT 2**  
**AG04-0001**

**PRICING SCHEDULE**

Offeror proposes to furnish all services and related materials as stated in the Scope Of Work and in strict conformity with the Request For Quotation for the following ALL INCLUSIVE prices (see "Pricing" page 3, paragraph 4).

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL
1	Weekly all inclusive cost for providing the services as described in the Scope of Work in this Solicitation	68 weeks		